



22 December 1952

To:



25X1A9a

From:

Management Training Division

During the summer the Management Training Division was organized as two branches.

The Executive, Administrative, and Supervisory Training Branch has now well under way the CIA Human Resources Program,- basic training in human relations for all levels of supervision. This branch also provided training in the use of the Personnel Evaluation Report for all supervisors in the Agency in Washington. Additional management training programs will be developed as training officers of the calibre required are secured to conduct them.

The Clerical Training Branch has developed three definite areas of clerical training during the past twelve months: the Clerical Induction Program for new clerical personnel awaiting clearance and/or requiring further training to meet Agency standards; the Clerical Orientation Program,- a two-day orientation for cleared personnel prior to initial assignment; and the Clerical Refresher Program to provide training in specific clerical skills for employees on the job.

~~BOX NO. FILED NO. DOC. NO. 4 NO CHANGE  
JOB NO. IN CLASS X DECLASS. CLASS CHANGED TO: TS S C REF. INST.  
NEXT REV DATE 12/10/70 REV DATE 06/99 TYPE DOC. 02  
NO. PGS 1 CREATION DATE 08/11/52 ORG CLASS M  
REV CLASS L REV COORD. AUTH: HR 70-3~~

*J. E. W.*